

Job Description
Missouri State Highway Patrol

Class Title: Research Analyst IV

Title Code: V00995

Effective Date: 02/29/92

Date Reviewed: 11/03/00

Date Revised: 12/27/04

Immediate Supervisor:

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is highly responsible professional and administrative work in planning, organizing and leading a major program for the gathering, analysis and reporting of statistical data, research information and evaluation projects.

An employee in this class plans, develops, implements and leads the research, analysis and reporting of a broad program within the statistical and research section of a large agency, or directs the entire statistical and research section for a smaller agency. Work includes division procedures for the analysis of data and statistical reporting to provide for continuous review of program operations and the planning of special research designs and projects. Work involves consulting with program staff and various levels of administration in planning and implementing research and evaluation projects. Direction is received from an administrative superior, who periodically reviews the work for conformance with policy, completion of assignments, and achievement of broad program objectives; however, the employee is required to exercise independent judgment and initiative in the administration of a broad area of responsibility.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Plans and leads a broad program within the statistical and research section of a large agency, or directs the entire statistical and research section for a small agency.

Reviews reports and papers for statistical validity and accuracy of interpretation.

Assists in determining policy and program needs; assists in training employees.

Plans, designs, and executes special studies and research projects; develops new methods and procedures.

Assists in writing federal and other grant applications.

Performs economic or other research for the purpose of forecasting and making projects based on intensive investigation of data; writes or directs the writing of narratives and the preparation of graphic material for publication.

Consults with supervisors of other sections, and with personnel of other state, federal and private

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agencies who supply or utilize statistical data in order to solve problems and to improve the quality of the product.

Consults with program staff and various levels of administration in planning and implementing research and evaluation projects.

Participates in conferences, seminars, and meetings, relating to the general area of research statistics or to specific appropriate program areas.

Programs statistical applications using micro or mainframe computer statistical software packages.

Prepares monthly, annual and/or other periodic work reports.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of statistical methods and principles.

Extensive knowledge of the use of graphic presentation including computerized graphics.

Thorough knowledge of the more complicated statistical methods and formulae and their application to the analysis and evaluation of health, social, and economic data.

Thorough knowledge of research methods and techniques and of the source and availability of information.

Considerable knowledge of electronic data processing and other equipment used in performing statistical operations.

Considerable knowledge of programming using micro or mainframe computer statistical packages.

Considerable knowledge of agency program operations so consultation can be provided to program director on proper evaluation and research techniques.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to plan the work of a moderate number of professional and clerical employees engaged in research and/or the analysis of data.

Ability to analyze complex statistical data, and to present conclusions clearly in written and graphic form.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to establish and maintain effective working relationships with other employees, outside agency personnel, and the public.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

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Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Four years of professional experience in the analysis and presentation of statistical data of which one year must have been at a level comparable to Research Analyst III and graduation from an accredited four-year college or university with specialization in such areas as public or business administration, mathematics, economics, sociology, education, psychology, computer science, or other closely related areas, including or supplemented by a least six semester hours in quantitative research methods or statistics. (Graduate work in the specified education areas, which included coursework in statistics or quantitative research methodology may be substituted on a year-for-year basis for the required general experience.)

OR

One year of experience as a Research Analyst III with the Missouri State Highway Patrol.